

Mono County
Community Development Department
Planning Division

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**SECONDARY HOUSING
CHECKLIST**

Return this form with the application package.

PLANNING DIVISION USE ONLY
<div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;"><input type="radio"/> YES</div><div style="text-align: center;"><input type="radio"/> NO</div></div>
LETTERS OF APPROVAL SUBMITTED
<div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;"><input type="radio"/> YES</div><div style="text-align: center;"><input type="radio"/> NO</div></div>
STATEMENT FILED
<div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;"><input type="radio"/> YES</div><div style="text-align: center;"><input type="radio"/> NO</div></div>
STATEMENT FILED
<div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;"><input type="radio"/> YES</div><div style="text-align: center;"><input type="radio"/> NO</div><div style="text-align: center;"><input type="radio"/> N/A</div></div>
<div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;"><input type="radio"/> YES</div><div style="text-align: center;"><input type="radio"/> NO</div></div>

CHECKLIST FOR SECONDARY HOUSING
(to be reviewed and signed by applicant)

- [] The new unit will conform to the height, setbacks, lot coverage, snow storage and other zoning requirements applicable to residential construction in the zone in which the property is located.
- [] The new unit will not overburden existing water or sewer capabilities for the site. Where the site is connected to a public utility, a letter from the district stating its ability to provide services to the new unit will be included in the application package. Where an individual well and/or septic system will be utilized, a letter of approval from the Health Department shall be included in the application package.
- [] The existing, primary unit on the parcel will continue to be occupied by the property owners. A "Statement of Owner's Intent for Secondary Housing" shall be included in the application package.
- The new unit will not be rented on a transient basis (i.e., fewer than 30 consecutive days). A Statement of Owner's Intent for Secondary Housing shall be included in the application package.
- [] The construction of the new unit will not violate any CC&Rs (Conditions, Covenants & Restrictions) pertaining to the subject parcel. A "Statement of Owner's Intent and Compliance" shall be included in the application package.
- [] Two on-site, non-tandem parking spaces shall be provided in addition to the two required for the primary unit. However, tandem parking will be considered by the Planning Commission on a case-by-case basis. All parking will be improved (paved, etc.) as required by the General Plan.

<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <input type="radio"/> YES </div> <div style="text-align: center;"> <input type="radio"/> NO </div> </div>	
Reviewed by _____ on _____ Staff _____ APPROVED <input type="radio"/> REJECTED <input type="radio"/>	I HEREBY DECLARE THAT I have reviewed the foregoing and that I have submitted to the Planning Division all required documents pertaining to this application.

[] The secondary unit shall be architecturally compatible with the primary residence. If attached, the entire structure will resemble a single-family residence and the second unit's entrance will be on the side or rear of the building.

Signature	Date
Signature	Date